

Code of Academic Honesty: 2020-21

Introduction and Purpose

The purpose of this document is to:

- communicate to all stakeholders in our IB community – administrators, teachers, students, and parents – the programmatic expectations for creating and maintaining a culture of ethical behavior required by IBO
- provide clear guidelines to all stakeholders by defining academic honesty and malpractice in the context of the Middle Years, Career-related, and Diploma Programs within Henrico County Public Schools
- establish clear responsibilities of all stakeholders
- prevent, by communicating expectations and consequences, malpractice and other unethical behavior from occurring
- establish clear consequences for malpractice.

This document draws its authority from the IBO 2007 *Academic Honesty Statement* (which is noted by Article in excerpts and quotations), the 2011 update to the 2009 Diploma Program Academic Honesty publication, the IBO 2014 *Academic Honesty in the Educational Context* publication, and the HCPS *Code of Conduct*. It was originally created in collaboration by a 2009 Academic Honesty Committee, comprised of teachers, administrators, and parents from our IB sites and is reviewed for updates with input from teachers, parents, students, and administrators (the HCPS IB Advisory Council) with the incorporation of school needs, all new HCPS and IB revisions as they occur, or at least every five years. All of the policies elaborated here apply to student work and behavior in all classrooms and for all teacher-generated class work and tests, state and local standardized tests, as well as for IB internal assessments and examinations. IBO maintains some stricter policies for the actual examinations, and those policies are available at the schools or online.

Academic Honesty Concepts and Terminology

Academic honesty

Basis for the Policies:

The IB Learner Profile states that students will “act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere.” They are also to “take responsibility for their actions and the consequences.”

To that end, students should respect intellectual property (such as works of literature, art, music, scholarly research, speeches, designs, trademarks, copyrights) as it is protected by national and international law. Failure to adhere to these policies and laws can “result in legal proceedings” (Article 1.3).

Authentic Work:

“An authentic piece of work is one that is based on the candidate’s individual and original ideas with the ideas and work of others fully acknowledged. Therefore, all assignments, written or oral, completed by ‘our students’ must wholly and authentically use that student’s own language or expression. Where sources are referred to, whether in the form of direct quotation or paraphrase, such sources must be fully and appropriately acknowledged” using legitimate forms of academic documentation such as MLA, APA, Chicago Style, or Terrabian as directed by the teacher for the assignment (Article 1.4).

Students are expected to paraphrase appropriately, not simply copy a passage and change a few words, in order to regard the work as authentically their own. Standard practice dictates that if a student uses **more than three consecutive words** from another, those words must be in quotation marks, indented or given some other clear and standardized way to indicate the wording is not their own. In addition, the “source of the direct quotation or paraphrase must be clearly identified with internal citations, footnotes or end notes.” A bibliography alone does not provide suitable documentation (Article 1.5).

Students and parents will submit a signed agreement after reading this document, indicating that students understand and agree to abide by these policies. As well, on all work, large or small, it is implicit with this signed agreement that students will abide by the honor pledge listed below. Teachers may require this or a similar pledge to be written and signed on assignments.

Honor Pledge: “On my honor, I certify that I, _____, have neither given nor received inappropriate assistance on this assignment. I certify that this work is authentically my own.”

Malpractice

IBO Regulations define malpractice as behavior that results in, or may result in, the student or students gaining an unfair advantage in an assignment, quiz, test, assessment, or examination. The concept of malpractice is broader than cheating or plagiarism. Both of those activities are done intentionally. IBO is not concerned, however, whether an action is intentional or inadvertent if words, ideas, and intellectual property of another are represented as the student’s own. Thus, the terminology of malpractice encompasses accidental academic infringement by negligence, sloppiness, rushed work, as well as cheating and plagiarism.

IBO provides the following definitions:

- Plagiarism: “the representation of the ideas or work of another person as the student’s own” (Article 2.1)
- Collusion: “supporting malpractice by another student, as in allowing one’s work to be copied or submitted by another” (Article 2.1)
- Duplication of work: “presentation of the same work for different” assignment requirements without express permission from the teacher. IBO forbids the use of the same work or works in assessment components or diploma requirements. Similarly, students may not use a paper written in one teacher’s class for another without documented approval (Article 2.1)
- Unfair advantage: any behavior that affects the results of that student or another student, such as but not limited to “taking unauthorized materials, electronics, and/or calculators into testing

situations, misconduct during a testing situation that distracts others, or falsifying CAS records” (Article 2.1)

- Academic infringement: unintentional misrepresentation (sloppy or inadequate citation) that results in a failure to document information appropriately

In addition, the following list provides further examples for clarification purposes, but is not exhaustive:

In Language and Literature, Language Acquisition, and all other subjects, malpractice occurs when a student:

- Paraphrases another’s work without acknowledging the source correctly
- Fails to document resources from electronic resources such as internet, CD-Roms, DVD, films, and email messages by providing in the appropriate format the site name, URL, and date accessed
- Uses or attempts to use unauthorized material on a test or assignment
- Asks for, exchanges, or passes information related to the content of quizzes, tests, or examinations
- Procures or shares another person’s password(s)
- Uses or attempts to use another person’s password(s) to gain or attempt to gain access to personal information and materials
- Shares another person’s private information, such as passwords or grades, with other students
- Impersonates another student in electronic testing
- Uses another student’s completed work by putting his/her name on it
- Includes offensive material for reasons other than analysis or intellectual inquiry
- Steals or illegally obtains tests or examinations
- Copies homework and passes it off as his/her own
- Purchases any quantity of materials, including commercial sources of essays and internet sites, to be submitted as his/her own
- Communicates improperly during a test
- Possesses of any communication device (for example - cell phone, smart watch, iPhone, laptop) during official testing
- Uses, regardless of whether it pertains to the test or not, any electronic communication during a test (examples include but are not limited to Instagram, IM, email, text messaging, and Twitter)
- Collaborates on an assignment unless expressly instructed to do so
- Provides another student with an assignment he/she has completed, for any reason
- Fails to submit an assignment to Turnitin.com, or other required plagiarism prevention service, when required, or provide satisfactory evidence of work in progress such as drafts, when electronic submission is not required, to authenticate that the work is the student’s own

In history or the social sciences, malpractice also occurs when a student:

- Fails to document the source of maps, photographs, data, and graphs
- Participates in or executing experimentation that is in conflict with the IBO ethical stance

In the physical sciences, malpractice also occurs when a student:

- Fabricates data for an assignment
- In cases where collaboration is required (group 4 project, for example), the final work must be produced independently even though data may be shared. “This means the abstract, introduction, content and conclusion or summary must be the student’s own words” (Article 2.5).

- Participates in or executes experimentation that is in conflict with the IBO ethical stance

In mathematics, malpractice also occurs when a student:

- Uses calculators not approved by the teacher or by testing circumstance
- Does not clear stored information in a programmable calculator

In the arts, malpractice also occurs when a student:

- Does not appropriately acknowledge film clips, dance choreography, stage blocking, sets and costumes, as well as visual art.

In physical and health education, malpractice also occurs when a student:

- Falsifies time spent on physical activity completed outside of class time
- Does not appropriately acknowledge movement/dance choreography

With electronics:

- Purposeful misuse of electronics for cheating, plagiarizing, or bullying is considered an egregious offense. Taking possession of or another person's electronic device without their permission, hacking into another person's electronic device or social media accounts, and/or posing as another person through electronics and social media are serious offenses.

Roles and Responsibilities

IBO, the Coordinators, and School Administrators are to:

- Provide a safe environment in which academic honesty is the norm.
- Communicate expectations and consequences to teachers, students, and parents through seminars, publications, and electronic platforms.
- Offer guidance to students and parents in how malpractice can be avoided, including the importance of time management and strategies to do so.
- Educate parents on the limits of assistance on schoolwork to prevent inappropriate collaboration.
- Maintain fairness and consistency in matters of academic integrity.
- Provide professional development for teachers on how to foster a culture of academic integrity.
- Carry out the regulations concerning how assessments and exams are administered.
- Review, investigate, and decide on all cases of alleged malpractice.

Teachers are to:

- Offer instruction on what plagiarism is and how to avoid it by utilizing documentation styles and procedures for that discipline.
- Model the appropriate attribution of sources in lectures and presentations.
- Introduce students to school resources so that students can better understand the research process.
- Guide students toward appropriate resources and in time management through the course of a project.
- Collaborate within grade levels to maintain an appropriate work load for students with joint posting of major assignments electronically.
- Express and post clear expectations, deadlines, and requirements for each assignment, including homework, with adequate notification provided to students for unit tests and major assignments.
- Authenticate the students' work via anecdotal, empirical, or electronic platforms. Teachers may require the inclusion of pre-writing, research notes, and drafts with final work.

- Require all major assignments completed outside of class to be submitted through Turnitin.com with the feedback feature enabled for the students.
- Monitor students closely during tests.
- Provide explicit instructions to substitute teachers on precise testing expectations and requirements if the teacher must be absent on a testing day.
- Report to the IB coordinator, parents, and administration all instances of malpractice so ongoing records can be kept.
- To attempt to prevent malpractice on an IB assessment, the following will occur:
 - In the case of drafts, the teacher “must draw the student’s attention to the risk and the student’s duty to respect the policy and requirements of academic honesty” (Article 6.2). Students are responsible for viewing their work on Turnitin.com to determine what parts of their work may be in violation.
 - Students will be educated in the use of electronic platforms that assist them in appropriate documentation styles, formatting, and attribution.
 - Students are required to sign a coversheet confirming that his/her work is authentic and to confirm that work being submitted constitutes the final form of the work.
 - Once that form is signed, the paper cannot be retracted. IB’s procedure for investigation must then occur.

Students are to:

- Ensure that all work submitted for completion, approval, credit, grade, or assessment is authentic, with the work of others fully and correctly acknowledged.
- Report instances of academic malpractice by their peers to the teacher or IB coordinator.
- Meet all school deadlines for assignments.
 - IBO and Henrico County Public Schools provide the following reasons for missing school and thus having incomplete assignments, missed tests, or deadlines. These all require parent, court, or medical documentation. IBO clarifies that these are events out of the reasonable control of the student.
 - Illness or injury of the student
 - Death or funeral of a close relative (IBO defines this as a parent, guardian, or sibling. HCPS, however, acknowledges the impact of extended family.)
 - Unavoidable attendance at a court of law
 - Serious illness of a close relative that necessitates the student’s presence
 - Fire or natural disaster in which the student’s home is partially or completely destroyed
 - Religious observance of recognized holidays (although IBO does not specifically make allowances for national or religious holidays)
 - Doctor’s appointment (although these are highly discouraged during school hours and IBO does not recognize this for examinations)
 - Unacceptable reasons for incomplete assignments, missed deadlines or tests, noting circumstances reasonably within the control of the student, include:
 - Misreading or misunderstanding the directions, due date, exam time table
 - Oversleeping
 - Family vacations (school assignments may be made up with prior administrative approval – see HCPS guidelines)
 - Moving the family residence
 - Social or sporting commitments (HCPS does recognize sports commitments that are arranged and approved in advance or that are sponsored by the school)

- Missing school to complete assignments in another class
- Attendance at interviews for college or work (HCPS does allow for seniors to attend college tours and interviews arranged in advance)
- Computer failure
- Inability to print at school
- In the event of an excused absence in which a student has work due or a test scheduled the following must take place:
 - The parent or student contacts the teacher directly via email to notify him/her of the absence, acknowledge the missed test or deadline, and communicate plans to make up the test and turn in the work if it cannot possibly be brought in on the due date.
 - The student must see the teacher immediately upon return, whether or not that teacher's class meets that day, to turn in work due if assigned prior to the absence, to finalize arrangements for making up the missed test, and to get any new assignments made in the student's absence.
 - A teacher may require work assigned prior to the absence be turned in immediately or a test be taken in class upon return.

- A teacher may accept a handwritten copy of the assignment or alternative turn-in arrangements such as email or drop box, but this is solely within the discretion of the individual teacher and not a presumed right.
- The student must make up all work assigned during the absence in the regulated time allotted unless prior arrangements are made.
- All work not turned in on time or work not made up within the time allotted may receive a zero or partial credit, according to the teacher's published policies.

Consequences of Malpractice:

Although it is hoped that we can prevent malpractice through communication of shared expectations, vigilance on the part of students and teachers, and support throughout the program in pursuing ethical behavior in all areas, we also must provide for those occasions where it does occur with clear consequences and/or penalties.

IBO has a “zero tolerance” for malpractice. “Plagiarism must be viewed as going well beyond the mere breaking of rules and into an area of far greater seriousness. Plagiarism must not be seen as simply an item in a long list of school rules in a handbook. It must be viewed as a serious academic offence with a community attitude that shows no tolerance and imposes severe penalties when it is discovered” (Article 4.7).

Consequences will vary according to the nature of the assignment and the frequency of infraction. A test, project, or paper will necessitate a stronger consequence than a homework paper. A second offense will be treated more severely than a first one.

Consequences for documentable malpractice on a teacher-generated assignment or test:

- Student conference with teacher
- Zero on the test or assignment with no allowable make up for their HCPS grade
- Parent contact from teacher
- Notification of the coordinator
- Conference with parents, teacher, and student
- Referral to the administration who may then decide on additional consequences, depending on the severity of the malpractice and whether it is a repeat offense, such as
 - Parent conference with administrators
 - Recommendation for removal from Honor Societies
 - Having to take final exams regardless of academic exemption
 - Removal from the class or from the IB program
 - In-school suspension
 - Suspension
 - Referral to law enforcement in cases of theft of tests, hacking, or forgery.

In the case of suspected but unprovable malpractice— student reported cheating, for example – or in the case of academic infringement, the following will happen:

- Student conference with teacher.
- Parents contact from teacher.
- Notification of the coordinator. A conference with parents, teacher, and student may be held.

- Subsequent incidents of suspected malpractice will necessitate a conference with administrators to determine an action plan to ensure the student knows what appropriate behavior is.
- The teacher may require the student to do the assignment or take the test again, with a failing grade entered in the grade book until completion of the second attempt.

If malpractice is suspected after an assessment has been submitted as final or has been sent for examination or moderation, then the coordinator must inform IB Cardiff who will then initiate an investigation, notifying the parties and gathering evidence. For all cases of malpractice, the following must be submitted to IB Cardiff:

- A statement from the teacher of the subject concerned or the supervisor of the Personal Project or Extended Essay
- A statement from the coordinator
- A statement from the student that directly addresses the allegation that his/her work is not authentic
 - The student should make this statement after conferring with counsel, parents, or guardian.
- A summary of the interview with the student by the coordinator about the allegation of plagiarism
 - The interview should be held in the presence of the student's parents or guardian or other designated representative.

If an incident occurs in the context of the school year, school consequences as listed above may apply.

Depending on the disposition of the Final Award Committee, the student may suffer any of the following penalties:

- In the case of academic infringement, marks will be withheld for that part or component. The student may still be eligible for a grade in the subject and a certificate or diploma.
- In the case of academic malpractice, no grade will be awarded for the subject. No MYP Certificate or IB Diploma will be awarded. The student is still eligible to receive scores, and in the case of the Diploma Program, a certificate for each subject completed. The student may schedule retake exams one year after the session in which the malpractice occurred.
- "If the case of malpractice is very serious, either because of its nature or because the student has already been found guilty of malpractice in a previous session, the committee may decide that the student will not be eligible to register for future exams" (Article 12.7).

Students will be notified of the committee's decision through the coordinator. Reconsideration is open only if the student establishes the existence of facts previously unknown to the committee. Appeals and arbitration are possible only on the grounds that procedure has not been followed.

Program Review

This policy was created and reviewed as a cooperative effort by teachers, administrators, parents, and students. It is reviewed as necessitated by IB or HCPS policy revisions, or at least every five years.